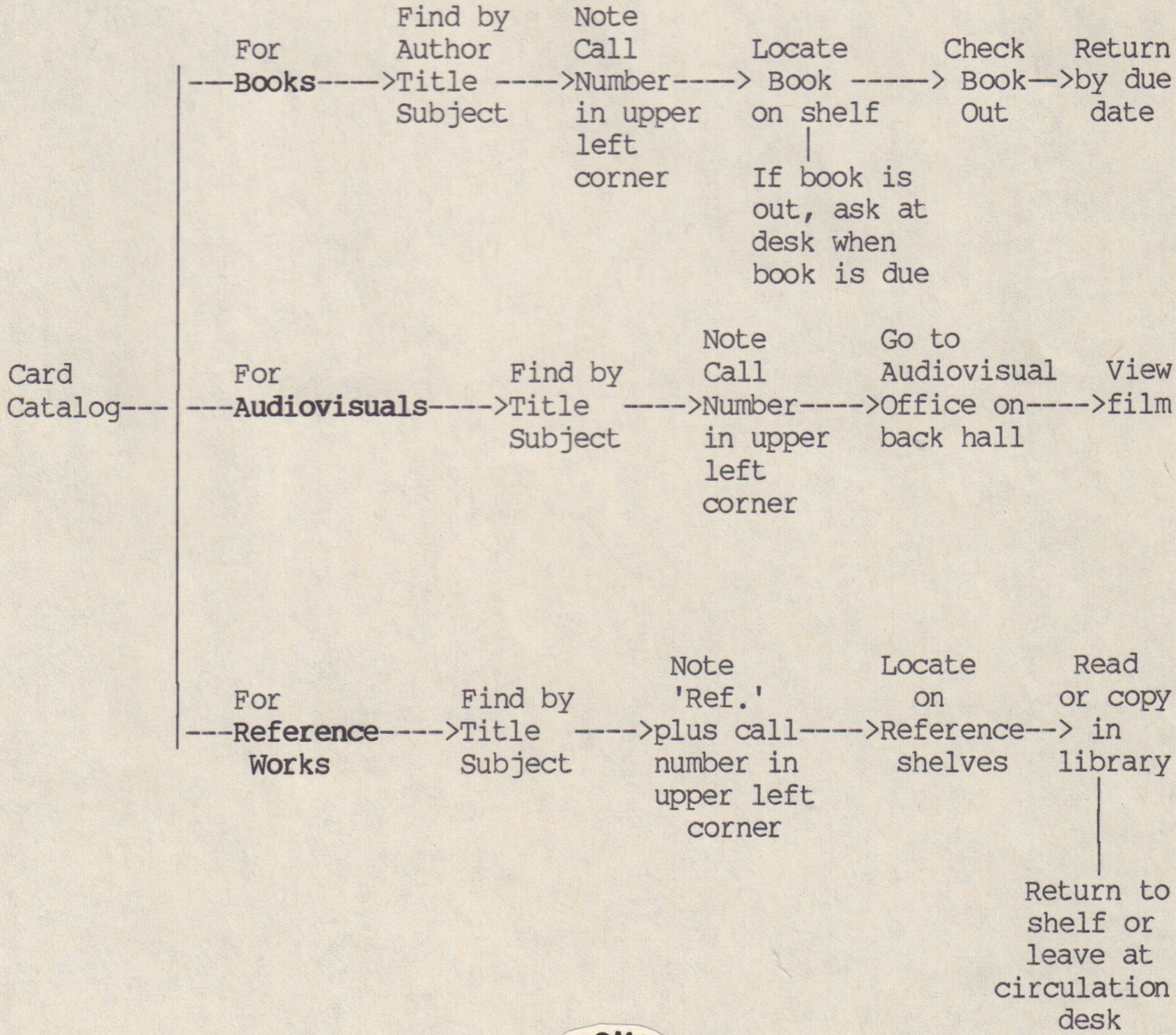
THE CARD CATALOG: A KEY TO INFORMATION RETRIEVAL
Shelton State Community College Library


Card Catalog
For Books
Find by Author Title Subject
Note Call Number in upper left corner
Locate Book on shelf
If book is out, ask at desk when book is due
Check Book Out
Return by due date
For Audiovisuals
Find by Title Subject
Note Call Number in upper left corner
Go to Audiovisual Office on back hall
View film
For Reference Works
Find by Title Subject
Note 'Ref.' plus call number in upper left corner
Locate on Reference shelves
Read or copy in library
Return to shelf or leave at circulation desk